

**CALIFORNIA EMERGENCY MANAGEMENT AGENCY (Cal EMA)**

**PROGRAM:** Elder Abuse Advocacy and Outreach

**PERFORMANCE ASSESSMENT / SITE VISIT REPORT**

1. **GRANT AWARD NUMBER:** EA09120340      **DATE OF SITE VISIT:** 05/26/2010
2. **GRANT PERIOD:** 10/01/2009 - 09/30/2010
3. **RECIPIENT/IMPLEMENTING AGENCY:**  
County of Sacramento District Attorney's Office
4. **PROJECT DIRECTOR:**  
John O'Mara

**PERSONS INTERVIEWED DURING SITE VISIT:**

<u>NAME</u>	<u>TITLE</u>	<u>AGENCY</u>
<u>Kerry Martin(routine prog. duties)</u>	<u>H. R. Program Manager</u>	<u>DA's Office, VW</u>
<u>Mailyng Chuong</u>	<u>Victim Advocate</u>	<u>DA's Office, VW</u>
<u>Judy Buckmaster</u>	<u>Admin Analyst(fiscal)</u>	<u>DA's Office, VW</u>
<u>Hazel Aldax</u>	<u>Victim Advocate</u>	<u>DA's Office, VW</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

Signature of Program Specialist

06/29/10  
Date

Signature of Section Chief

Date

6/29/10

Signature of Project Representative

7/8/10  
Date

## PERFORMANCE ASSESSMENT/SITE VISIT REPORT

### SECTION I – ADMINISTRATIVE and PROGRAMMATIC REVIEW

#### 1. OPERATIONAL DOCUMENTS

YES NO N/A

Review hard copy/verify the ability to access on line:

- The Cal EMA Recipient Handbook (R.H.)
- The Approved Grant Award Agreement
- The RFA/RFP (supersedes the requirement of the R.H.)
- The Program Guidelines (supersedes the requirement of the R.H.)
- Is the project familiar with Office of Management and Budget, OMB Circulars which govern your organization? Circulars may be found at [www.whitehouse.gov/omb/circulars](http://www.whitehouse.gov/omb/circulars).

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

#### 2. FIDELTY BOND CERTIFICATE - COMMUNITY BASED ORGANIZATIONS (CBO) & AMERICAN INDIAN ORGANIZATIONS ONLY

- Obtain copy of required Fidelity Bond Certificate? [R.H. Section 2161] Does not apply to state, city, or county units of government.
- Does the certificate show:
  - Bonding company's name
  - Bond number
  - Description of coverage
  - Amount of coverage (50% of allocation)
  - Bond period
  - Grant award number
  - Form A, Employee Dishonesty
  - Form B, Forgery Coverage
  - Is the State of California, California Emergency Management Agency named on the bond as the beneficiary?

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

#### 3. ENVIRONMENTAL IMPACT – CEQA COMPLIANCE (R.H. Section 2153)

- Does the project have its CEQA documentation on file?(Ask to view)
  - Certified Exempt
  - Recipient has adopted or certified an environmental document which complies with the requirements of CEQA.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

no possible impact to the environment

## PERFORMANCE ASSESSMENT/SITE VISIT REPORT

### SECTION I – ADMINISTRATIVE and PROGRAMMATIC REVIEW (Continued)

#### 4. PROOF OF AUTHORITY (R.H. Section 1350)

YES NO N/A

- Does the project have a written authorization/resolution on file as required by the Grant Award Agreement? (Ask for copy)

☒ ☐ ☐

Comments:

#### 5. ORGANIZATIONAL CHART

- Review the organizational chart. Are all budgeted positions identified?

☒ ☐ ☐

Comments:

#### 6. Cal EMA MODIFICATION (Cal EMA 2-223)

- Review the purpose/preparation of Grant Award Modification Request (Cal EMA 2-223). [R. H. Section 7500] (*Instruct project staff on the procedure to obtain the most recent forms from Cal EMA's website.*)

☒ ☐ ☐

A modification is needed for the following:

- Budget changes
- Change in key personnel
- Adding/changing additional signers
- Change goals/objectives, or activities
- Address change
- Other

Comments:

#### 7. PERSONNEL POLICIES

- Does the project staff have access to written personnel policies as required? [R. H. Section 2130]
- Do the personnel policies include:
  - Work hours
  - Compensation rates including overtime and benefits
  - Vacation, sick, and other leave allowances
  - Hiring and promotional policies

☒ ☐ ☐

☒ ☐ ☐  
☒ ☐ ☐  
☒ ☐ ☐  
☒ ☐ ☐



## PERFORMANCE ASSESSMENT/SITE VISIT REPORT

### SECTION I – ADMINISTRATIVE and PROGRAMMATIC REVIEW (Continued)

- Do the personnel files include:
  - Staff note: Complete a sample review of a personnel file ☒ ☐ ☐
  - Job application ☒ ☐ ☐
  - Resume ☒ ☐ ☐
  - Performance evaluations ☒ ☐ ☐
  - Salary rates ☒ ☐ ☐
  - Benefits ☒ ☐ ☐
  - Current job duties/descriptions ☒ ☐ ☐
  - Other terms of employment ☒ ☐ ☐
- Does the project have a current Drug Free Workplace policy statement on file signed by the employee? [R. H. Section 2152] ☒ ☐ ☐
- Did the Board approve the agency's existing personnel policy? ☒ ☐ ☐

Comments:

This information is on file, but did not view the file due to confidentiality reasons. Kerry Martin does not see the applications, but when candidates are selected they send a resume.

#### 8. FUNCTIONAL TIMESHEETS

- Does the project use functional timesheets for each grant funded position less than 1 FTE? OR Time Study Allocation plan updated within the last 2 years? [R. H. Section 11331] ☒ ☐ ☐
- Are timesheets (paid staff & volunteer) signed by staff & approved by supervisor? (Review timesheets to ensure signatures of staff and supervisor.) ☒ ☐ ☐

Comments:

#### 9. DUTIES OF FINANCIAL OFFICER AND BOOKKEEPER

- Are the duties of the financial officer and the bookkeeper separate to ensure no one person has complete authority over a financial transaction? ☒ ☐ ☐
  - Name of individual who approves purchases.  
Susan Elliott, Chief of Admin. Services
  - Name of individual who writes checks.  
County Dept. of Finance, Warrant Accounting
  - Name of individual(s) who signs checks.  
Director of Finance, Julie Valverde

Comments:

## PERFORMANCE ASSESSMENT/SITE VISIT REPORT

### SECTION I – ADMINISTRATIVE and PROGRAMMATIC REVIEW (Continued)

#### 10. SOURCE DOCUMENTATION-Fiscal /R. H. Section 11000/

YES NO N/A

- Does the project maintain a record-keeping system which accurately supports costs claimed on Report of Expenditure and Request for Funds (Cal EMA Form 2-201)?
- Does the project maintain an accurate inventory log of equipment purchased with grant funds?

☒ ☐ ☐  
☐ ☐ ☒

Comments:

A report is pulled quarterly out of their system. They use a spreadsheet and run reports at the end of the year.

#### 11. PROJECT EXPENDITURES

- Is the project's expenditure rate commensurate with the elapsed period of the grant?
- Are the project's expenditures being made in accordance with the terms of the Grant Award Agreement?
- Does the project need to submit a Grant Award Modification Request (Cal EMA Form 2-223)?
- Is the project up-to-date with the submission of Cal EMA Form 2-201?

☒ ☐ ☐  
☒ ☐ ☐  
☒ ☐ ☐  
☒ ☐ ☐

Comments:

May need to submit a modification to move operating expenses into personal services.

#### 12. MATCH REQUIREMENTS

- Does the project have a match requirement?
- Is the project meeting the match requirement?
- Review the supporting documentation to substantiate cash or in-kind match.

☒ ☐ ☐  
☒ ☐ ☐  
☒ ☐ ☐

Comments:

Match is cash for salaries and training/travel expenses.

#### 13. EEO POLICY

- Go over EEO checklist. (Separate document)

☒ ☐ ☐

Comments:

## PERFORMANCE ASSESSMENT/SITE VISIT REPORT

### SECTION I – ADMINISTRATIVE and PROGRAMMATIC REVIEW (Continued)

#### GENERAL

YES NO N/A

#### 14. PROGRAM GOALS AND OBJECTIVES

- Review the goals and objectives of the program and the programmatic requirements of the Grant Award Agreement. Is the project meeting the program's goals and objectives?
- Does the project need to submit Cal EMA Form 2-223 to modify grant objectives?

☒ ☐ ☐

☐ ☒ ☐

Comments:

#### 15. PROGRESS REPORT

- Discuss and review the programmatic Progress Report requirements.

☒ ☐ ☐

Comments:

#### 16. SOURCE DOCUMENTATION-Programmatic

- Is the project maintaining a record keeping and data collection process that which accurately supports the project's reported data on the Progress Report form?
- Review the project's file system and data collection process.

☒ ☐ ☐

Comments:

#### 17. OPERATIONAL AGREEMENTS

- Does the project have current Operational Agreements as required by the Grant Award Agreement?

☒ ☐ ☐

Comments:

#### 18. PROJECT STAFF DUTIES

- Interview project staff and discuss their duties and the relationship to the grant. Are employees performing duties as stated in the Grant Award Agreement?

☒ ☐ ☐

Comments:



**CALIFORNIA EMERGENCY MANAGEMENT AGENCY (Cal EMA)  
PERFORMANCE ASSESSMENT / SITE VISIT REPORT**

Checklist Items	Yes	No	Comments
<b>SUPPLEMENTAL PROGRAMMATIC REVIEW</b>	<b>EA09120340</b>		
<b>1. MANDATORY SERVICES</b>			
<b>a. Crisis Intervention</b>			
(1) Provide in person/telephone contacts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Provide crisis intervention and arrange for needed services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>b. Emergency Assistance</b>			
(1) Arrange emergency assistance within the first 24 hours after initial contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Written procedures in place for disbursing funds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(3) OA(s) on file with service providers (i.e. shelters)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>c. Resource and Referral Assistance</b>			
(1) Provide non-emergency referrals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) OA(s) on file with service providers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>d. Direct Counseling</b>			
(1) Provide in person or telephone guidance and/or emotional support	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Haven't been tracking very well due to confusion as to what Cal EMA wanted.
(2) If counseling is provided, it is at a level that does not require a licensed professional	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(3) If counseling is referred, OA(s) on file with service providers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	300 service providers, never have had an OA with service providers.
<b>e. Victims of Crime Claims</b>			
(1) Assist clients in preparing applications for compensation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Advocate is aware their role does not include determination of eligibility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(3) Is a joint Powers unit locally located	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>f. Property Return</b>			
(1) Assist in the return of property held as evidence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Occasionally, pretty routine most of the time.
(2) If property cannot be returned, an explanation is provided	<input checked="" type="checkbox"/>	<input type="checkbox"/>	That's when the advocate gets involved.



**CALIFORNIA EMERGENCY MANAGEMENT AGENCY (Cal EMA)  
PERFORMANCE ASSESSMENT / SITE VISIT REPORT**

Checklist Items	Yes	No	Comments
<b>SUPPLEMENTAL PROGRAMMATIC REVIEW (Continued)</b>			
<b>1. MANDATORY SERVICES (Continued)</b>			
<b>g. Orientation to the Criminal Justice System</b>			
(1) Provide information on the location, procedures, and functions of local criminal justice agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Written material/brochures are available in languages appropriate to local ethnic needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>h. Court Escort</b>			
(1) Provide physical accompaniment during court appearances	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Provide physical accompaniment during interviews with law enforcement and prosecution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This doesn't happen much with law enforcement, happens more frequently with prosecution.
<b>i. Presentations and Training for Criminal Justice Agencies</b>			
(1) Conduct informational presentations regarding resources available through V/W Centers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Conduct informational presentations explaining the rights and needs of victims	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Every day
<b>j. Public Presentations and Publicity</b>			
(1) Promote public awareness of V/W services through public media	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not too often, send off information to Bee, etc., but it doesn't get publish
(2) Conduct presentations to victim service organizations and community groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WEAVE training new volunteers, E.A. monthly meetings with service providers, law enforcement has cut back on E.A. units
(3) Participate in Victims' Rights Week	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>k. Case Status/Case Disposition</b>			
(1) Advise victim of the progress and disposition of case	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Assist victim with preparing Victim Impact Statements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>l. Notification of Family/Friends</b>			
(1) Notify victim's relatives and/or friends of the occurrence of the crime	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Coroner does this for homicide, law enforcement does this
<b>m. Employer Notification</b>			
(1) Notify employer that client was a victim/witness to a crime	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not unless they want this service.



**CALIFORNIA EMERGENCY MANAGEMENT AGENCY (Cal EMA)  
PERFORMANCE ASSESSMENT / SITE VISIT REPORT**

(2) Encourage employer to minimize any loss of pay or other benefits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If it comes up
<b>Checklist Items</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>

**SUPPLEMENTAL PROGRAMMATIC REVIEW (Continued)**

**1. MANDATORY SERVICES (Continued)**

**n. Restitution**

(1) Assist in obtaining restitution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	To a certain extent. Restitution Specialist does this.
(2) Provide the Probation Department, District Attorney, and Court with information relevant the victim's losses prior to the imposition of sentencing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Probation's task, DA and Restitution Specialist

**2. OPTIONAL SERVICES**

(1) Employer Intervention	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Upon request
(2) Creditor Intervention	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Upon request
(3) Child Care Assistance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rarely, the office will pay for emergency child care, assist in making arrangements
(4) Witness Notification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Staff got laid off
(5) Funeral Arrangements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not so much in Elder Abuse
(6) Crime Prevention Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(7) Witness Protection	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(8) Temporary Restraining Order (TRO) Assistance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(9) Transportation Assistance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Arrange for a cab, office pays for under general fund
(10) Court Waiting Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**3. AGENCY ORGANIZATION**

**a. Facility**

(1) V/W Center is open during normal business hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Waiting Room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(3) Private Interview Room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	people's offices

**b. Personnel & Organization**

(1) Reporting lines of Authority are consistent with the Project Contact Information form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Authorization for additional signature authority is current	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**CALIFORNIA EMERGENCY MANAGEMENT AGENCY (Cal EMA)  
PERFORMANCE ASSESSMENT / SITE VISIT REPORT**

(3) Evidence of completion of 40 hour Entry-Level Training



**SUPPLEMENTAL PROGRAMMATIC REVIEW (Continued)**

**b. Personnel & Organization (Continued)**

(4) Evidence of completion of Advance Training, if applicable



(5) Evidence of completion of Coordinator's Training, if applicable



Kerry attended, but missed one hour because of a death penalty case

(6) Volunteers utilized as required



Student volunteers, court escort, TRO

**Objective #1 – Mandatory Services (see page 1 of checklist)**

**Objective #2**

During the grant year, increase the number of identified elder abuse victims as measured by the number of new victims and new cases.



Caseload has grown, fluctuates with law enforcement referrals and this is tied to budget cuts

**Objective #3**

During the grant year, conduct awareness training sessions for direct service providers of elder abuse.



Geriatric Network, Area for Ageing, Kaiser, Sutter

**Objective #4**

During the grant year, conduct presentations to potential elder victims to enhance victim awareness.



Don't get a lot of turnout/response.

**Objective #5**

During the grant year, provide referrals to agencies serving elder abuse victims.



**Objective #6**

During the grant year, conduct a minimum of 12 local meetings of the operational participants in the (original) RFP.



Adult protective services on Broadway.

**Additional Comments / Notes:**